



## CHHATTISGARH STATE OPHTHALMOLOGICAL SOCIETY

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To,

**Dr. Rakesh Kamran,**  
President, C.S.O.S.

**PROPOSING GUIDELINES FOR ORGANISING STATE LEVEL C.M.E.**

1. C.S.O.S. State level CME should be organised by Divisional Ophthalmological Society
2. In case of other organiser, the Divisional Ophthalmological Society affiliated to C.S.O.S. of the respective area must be the co-organisers. The letter by organiser to C.S.O.S. should be routed through the respective Divisional Ophthalmological Society.
3. C.M.E. should be organised in Hotel. This may be organised in an institution or hospital, when conducting a live surgical workshop.
4. The topics of C.M.E. and list of invited and host faculties should be decided in consultation with the Chairman Scientific Committee.
5. C.S.O.S. President and Secretary should be well informed in advance and invitation should go to all members of C.S.O.S. The Secretary should be contacted for updated list and addressograph
6. C.S.O.S. monogram should be included in banners and invitation card, along with the name of President, Secretary, Chairman Scientific Committee of C.S.O.S. and President Secretary of Divisional Ophthalmological Society. All these office bearers should be paid due respect during the program
7. A modest advertisement of the organising hospital / Institute is permitted. It should include list of hospital faculties with qualification and should be displayed inside the venue. Banner at the gate should not bear name of any doctor.
8. Sponsors company can have maximum 2 modest banners of their products displayed on side walls
9. Sponsorship money should be routed through C.S.O.S. / Divisional Ophthalmological Society's accounts. Upon submission of bills the organisers / vendor will receive money from the treasurer after due TDS deduction, within 15 days of arrival in account.
10. Any dispute will be settled on spot or taken up in the next Executive Body Meeting upon written complaint addressed to the President
11. C.S.O.S. will neither be allocating any budget for the C.M.E., sponsors will bear all expenses

**Dr. Basant Verma**  
Chairman Scientific Committee